

**QLDC Council
8 February 2018**

Report for Agenda Item: 2

Department: Community Services

Glenorchy Airstrip Consultative Governance Committee Terms of Reference

Purpose

The purpose of this report is to adopt formally the Terms of Reference for the Glenorchy Airstrip Consultative Governance Committee, the establishment of which is required by the Glenorchy Airstrip Reserve Management Plan 2016.

Recommendation

That Council:

1. **Note** the contents of this report;
2. **Confirm** the Terms of Reference for the Glenorchy Airstrip Consultative Governance Committee;
3. **Confirm** the addition of a representative from the immediately neighbouring properties being Blanket Bay Luxury Lodge and Wyuna Preserve to the Committee;
4. **Confirm** the Committee name: 'The Glenorchy Airstrip Consultative Governance Committee';
5. **Confirm** the Chief Executive's delegation to approve the individual membership to the Committee.
6. **Note** the provision of a secretariat from Queenstown Lakes District Council to administer the Committee meetings;
7. **Note** the Terms of Reference review period of 12 months.

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22/01/2018

Reviewed and Authorised by:



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23/01/2018

Background

- 1 On 14 November 2013 Council resolved to accept the transfer of the Glenorchy airstrip and associated land from the Department of Conservation and to prepare a Reserve Management Plan for the airstrip reserve.
- 2 The Glenorchy Airstrip Reserve Management Plan (RMP) was prepared in accordance with the Reserves Act 1977 and adopted in August 2016.
- 3 The RMP Policy states: *Establish an Airstrip Governance Committee to advise the Council on management and maintenance matters and potential future development of the Reserve. This committee will be comprised of the Councillor designated to the Glenorchy community, representation from the Glenorchy Community Association and representation from authorised users of the airstrip. The QLDC will make decisions on these matters taking into account the Committee advice, budgetary requirements and all user feedback.*

Comment

- 4 Establishing the Glenorchy Airstrip Consultative Governance Committee (the Committee) is a key step in implementing the RMP as consultation is required on a number of actions such as commercial licences and future development of the airstrip.
- 5 Ongoing dialogue has been had with the Glenorchy Community Association, all operators (in particular NZONE and HeliGlenorchy who are based at the airstrip) and the neighbouring Blanket Bay/Wyuna Preserve about the establishment of this committee. All parties submitted in detail on the draft RMP.
- 6 QLDC are in negotiations with Queenstown Airport Corporation (QAC) to manage the airstrip. QAC have confirmed QLDC should proceed with establishment of the Committee.
- 7 The RMP refers to the committee as a Governance Committee, however the description of the responsibilities in the RMP clearly states the committee has a consultative focus. Decision making and subsequently Governance responsibility remains with QLDC. Therefore it is recommended that the title is amended to the Glenorchy Airstrip Consultative Governance Committee to more accurately reflect the role.
- 8 The RMP does not specifically require a neighbouring representative to be on the Committee, however it has become apparent there is benefit in having representation from Blanket Bay/Wyuna Preserve as these properties overlook the airstrip and therefore experience different effects from those in the Glenorchy Township which is approximately 3km north of the airstrip.
- 9 The Terms of Reference (Attachment A) contain the objective activities relating to the Committee and reporting duties. Astral Limited, who were engaged by QLDC in December 2017 to provide expert aviation advice, have assisted QLDC in the drafting of the Terms of Reference. The review period is recommended to be 12 months, to reflect the establishment phase of both the Committee and the

management regime for the airstrip. It can be extended once the airstrip and Committee is operating efficiently.

10 It is recommended that approving the members is delegated to the Chief Executive to ensure the Committee can be established in a timely and efficient manner.

11 These Terms of Reference shall be reviewed annually from the date of confirmation.

Options

12 Option 1 Decline the recommendations as outlined and continue with status quo.

Advantages:

13 None.

Disadvantages:

14 Implementation of the RMP will not be able to progress, including licencing of operators, setting landing and user fees.

15 Option 2 Adopt the recommendations as outlined.

Advantages:

16 Implementation of the RMP will be able to progress. The community and commercial operators' expectations will be met. Noise complaints will be able to be effectively dealt with in a timely manner.

Disadvantages:

17 None.

18 Option 3 Adopt the recommendations without the change to the name and inclusion of neighbour

Advantages:

19 The Committee will be smaller and potentially easier to facilitate. The name will be the same in the RMP and the Terms of Reference.

Disadvantages:

20 Committee members and the Community may be confused by the reference to Governance as decision making (Governance) still rests with QLDC.

21 Inefficiencies may arise as Blanket Bay/Wyuna Preserve may not feel their needs are met by the Committee if they as immediate neighbours do not have representation.

22 This report recommends Option 2 for addressing the matter as it is required by the adopted Reserves Management Plan and therefore is in accordance with the Reserves Act 1977. It also has the potential to provide more transparency and be more effective for managing the Glenorchy Airstrip.

23 *Significance and Engagement*

24 This matter is of low significance, as determined by reference to the Council's Significance and Engagement Policy because it relates to a mechanism to enable decision making.

Risk

25 This matter does not have significant risk. It relates to the strategic risk SR1, as documented in the Council's risk register. The risk is classed as low. This matter relates to this risk because it relates to the current and future development needs of the community (including environmental protection).

26 The recommended option considered above mitigates the risk by enabling more strategic decision making and consultation for the Airstrip.

Financial Implications

27 There are no operational and capital expenditure requirements resulting from the decision as there are no costs to set up or run the committee as all time is voluntary.

Council Policies, Strategies and Bylaws

28 The following Council policies, strategies and bylaws were considered:

- Glenorchy Airstrip Reserve Management Plan 2016.
- 10 Year Plan

29 The recommended option is consistent with the principles set out in the named policy/policies.

30 This matter is not included in the 10-Year Plan/Annual Plan as there are no costs to set up or run the Committee as all time is voluntary.

Local Government Act 2002 Purpose Provisions

31 The recommended option:

- Will help meet the current and future needs of communities for good-quality local infrastructure, local public services, and performance of regulatory functions in a way that is most cost-effective for households and businesses by enabling the continued operation of the Glenorchy Airstrip;
- Can be implemented through current funding under the 10-Year Plan and Annual Plan;
- Is consistent with the Council's plans and policies; and

- Would not alter significantly the intended level of service provision for any significant activity undertaken by or on behalf of the Council, or transfer the ownership or control of a strategic asset to or from the Council.

Consultation: Community Views and Preferences

32 The persons who are affected by or interested in this matter are residents/ratepayers of the Queenstown Lakes District community, in particular the residents of Glenorchy and the commercial businesses that use the Glenorchy Airstrip.

33 The Council has undertaken consultation with the Glenorchy Community and the commercial operators throughout the processes of land transfer and subsequent preparation of the RMP. The establishment of the Committee will facilitate further consultation. All parties consulted are supportive of the establishment of the Committee.

Attachments

A Terms of Reference

Queenstown Lakes District Council

Glenorchy Airstrip Consultative Governance Committee

Glenorchy Airstrip Consultative Governance Committee (the Committee) is a consultative group, final decisions in relation to the airstrip rests with Queenstown Lakes District Council (QLDC) and (as far as delegated by QLDC) to the Airstrip Manager. Its guiding documents are the Glenorchy Airstrip Reserve Management Plan 2016, the Glenorchy Airstrip Noise Management Plan (to be approved) and the Terms of Reference below.

Terms of Reference

MEMBERSHIP

Chairperson

TBC

Deputy-Chairperson

TBC

Members

XXX rep Queenstown Lakes District Council Queenstown Wakatipu Ward Councillor

XXX rep Glenorchy Community Association

XXX rep Authorised Users of Airstrip (Operators)

XXX rep Wyuna Preserve Residents Association (including Blanket Bay)

XXX rep Queenstown Airport Corporation

Membership Term shall be on a rotational basis and initially be 2 years, extending to 3 years in 2020.

Quorum

The quorum for every meeting shall be 3 members.

Frequency of Meetings

Quarterly

Parent Body

The Committee reports to the Queenstown Lakes District Council.

Objective of the Committee

The objective of the Committee is to advise the QLDC on management and maintenance matters and potential future development of the Glenorchy Airstrip Reserve in accordance with the Glenorchy Airstrip Reserve Management Plan 2016, in a timely and efficient manner.

In fulfilling their role on the Committee, members shall be impartial and independent at all times.

TERMS OF REFERENCE

Activity Areas

1. To ensure Glenorchy Airstrip is managed in accordance with the Glenorchy Airstrip Reserve Management Plan 2016.

Responsibilities and key projects

2. To consider and provide feedback on the Glenorchy Airstrip Noise Management Plan 2016.
3. To provide general feedback on the operations, development and maintenance of the airstrip.
3. To identify and resolve issues in a timely and efficient manner.
4. To consider and provide feedback on:
 - a) User licence applications including movement numbers and allocations
 - b) Noise complaints
 - c) Future development plans for the airstrip
6. All queries and/or complaints by a member of the public or outside organisations received by each Committee Member will be reported to the Committee for consideration.
7. To discuss and provide feedback on any other matters relating to the airstrip and reserve management.
8. To report any material changes to QLDC that may compromise the ability of the airstrip to meet community aviation needs (current and projected) while maintaining harmonious relationships with the community.
9. To annually review these terms of reference including nominees and advocate any changes to QLDC.

Procedure

The Chairperson will report back to the Council with recommendations of the Committee annually.

QLDC shall provide a secretariat to the Committee to call meetings, publish agendas and circulate minutes. Minutes shall be circulated to the Mayor and Chief Executive of QLDC and all interested parties no later than 7 working days following each meeting.

QLDC's appointed Airstrip Manager will provide a quarterly report to the Committee for discussion at meetings.

QLDC retains the ability to dissolve the Committee if required.